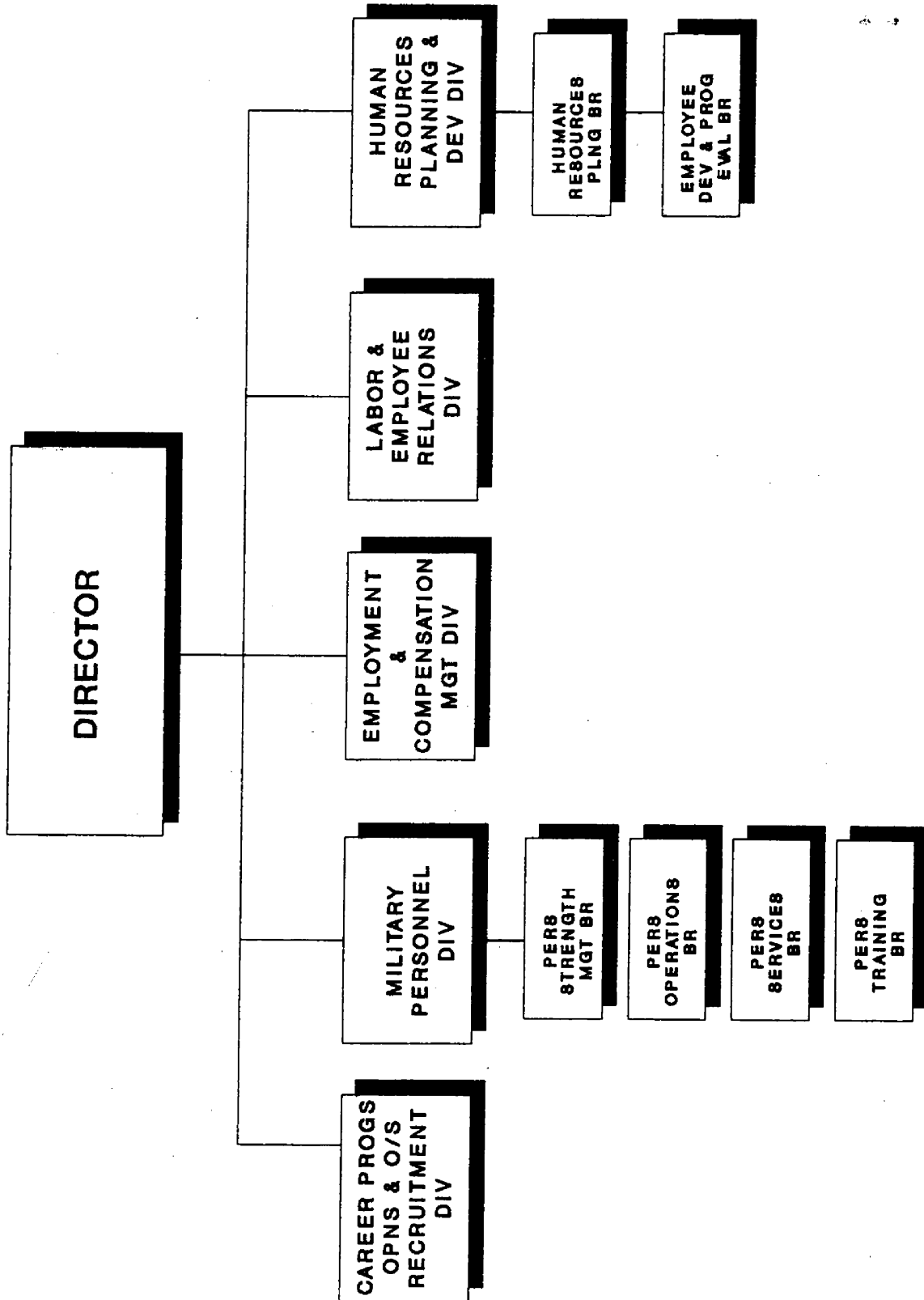


DIRECTORATE OF HUMAN RESOURCES



DIRECTORATE OF HUMAN RESOURCES

Mission

To provide policy guidance and staff supervision on USACE military and civilian personnel programs.

OFFICE OF THE DIRECTOR Functions

1. Manages and directs the Human Resources program for USACE.
2. Advises the Commander on personnel and employee issues.
3. Develops and administers the career program for engineers and scientists throughout the Army.
4. Develops implementing procedures for Army programs.

CAREER PROGRAM OPERATIONS AND OVERSEAS RECRUITMENT DIVISION Mission

To administer and operate an overseas recruitment and placement program and to manage an employee referral process.

Functions

1. Coordinates and implements HQDA level civilian career program registration ranking, and USACE referral process.
2. Administers command level career programs and processes individual employee ranking and referral activities.
3. Assists and provides counselling for managers and registrants on matters of program implementation.
4. Develops policy and procedures for recruitment and selection of USACE positions located overseas.
5. Recruits candidates for overseas positions and provides personnel assistance and counselling to selectees.
6. Administers special out-placement programs and adjudicates disagreements between CONUS and OCONUS activities regarding employee reemployment rights, PCS costs and similar matters.

MILITARY PERSONNEL DIVISION
Mission

To manage the military personnel management program for OCE, HQUSACE and USACE subordinate commands in support of the COE's role as advisor to the Chief of Staff, Army, and as a MACOM Commander.

OFFICE OF THE CHIEF
Functions

1. Serves as advisor to the COE/CG, USACE, and the Chief of Staff, USACE, on military personnel matters.
2. Plans and executes a continuing program to manage military assignments and career development, and transition counseling.

PERSONNEL STRENGTH MANAGEMENT BRANCH
Functions

1. Prepares recurring HQDA strength reports, personnel requisitions, and assignment/loss forecasts.
2. Manages the Exchange Officer Program.
3. Monitors promotions and advises the USACE command group of Engineer officer selection trends.
4. Screens senior officer command selection lists for slating purposes. Coordinates with USACE command group and PERSCOM.

PERSONNEL OPERATIONS BRANCH
Functions

1. Administers the military awards program.
2. Develops mobilization and contingency plans.
3. Administers the Army Educational Requirements System.
4. Conducts/reviews personnel studies/policies. Serves as principal coordinator with the Engineer Personnel Proponent, USAES.
5. Prepares special letters of recognition for signature of the CG, USACE.
6. Coordinates FORSCOM Reserve components evaluator program.

PERSONNEL SERVICES BRANCH
Functions

1. Conducts in-and-out processing and provides personnel services including identification card applications, physicals, leaves/passes, orders, and sponsorship.

2. Processes officer and enlisted evaluation reports.
3. Prepares staff duty officer roster.
4. Serves as point of contact for Army family activities, AER, voting, equal opportunity, and casualty affairs.
5. Administers the Army Physical Fitness Program.

PERSONNEL TRAINING BRANCH
Functions

1. Administers advanced management training for general officers and colonels, CE Commanders' Course selection, CAS(3), and selected short term (non-government sponsored) training for officers.
2. Administers the Army Retiree Recall Program.
3. Maintains files and processes annual training orders for individual mobilization augmentees.
4. Administers USACE USMA/ROTC cadet summer training.

EMPLOYMENT AND COMPENSATION MANAGEMENT DIVISION
Mission

To establish, maintain and direct the USACE employment, compensation and benefits program.

Functions

1. Develops and issues USACE policy and guidance on classification and position management issues.
2. Advises proponent levels and/or establishes government wide guidelines and policies where the Corps is the preponderant user.
3. Develops basic policies and procedures regarding USACE unique wage systems.
4. Formulates, assists and coordinates policies and efforts to recruit and promote employees.
5. Furnishes procedural guidance and direction on reduction-in-force, furlough, affirmative action, targeted special emphasis employment, and merit selection programs.
6. Approves or denies requests from subordinate organizations for personnel actions where delegation is restricted.

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7. Provides guidance, coordination, and assistance in employee benefits programs.
8. Manages the Senior Executive Service (SES) program in USACE. Develops statement of duties, coordinates HQDA ranking, recruits, and maintains liaison with SES members and their supervisors regarding career opportunities.

LABOR AND EMPLOYEE RELATIONS DIVISION

Mission

To direct and maintain quality labor relations, employee conduct and performance management programs.

Functions

1. Provides staff supervision, guidance and assistance for labor and employee relations policy and procedures. Develops USACE response and position regarding contingency planning, disputes review, and contract negotiations.
2. Advises the Commander, USACE on labor issues and national union matters.
3. Establishes policies and administers civilian welfare and morale, performance management and incentive awards programs.
4. Provides guidance and oversight of USACE employee assistance program, adverse action and employee conduct actions, and work conditions issues.

HUMAN RESOURCES PLANNING AND DEVELOPMENT DIVISION

Mission

To establish and direct USACE programs in leadership development, employee training, mobilization management, and to manage the formal evaluation of all personnel programs.

OFFICE OF THE CHIEF

Functions

1. Develops human resource policy, goals, objectives, emphasis areas and themes.
2. Develops strategies and philosophies for program management.
3. Provides functional level expertise and coordination on ADP support and personnel database matters.

HUMAN RESOURCES PLANNING BRANCH

Functions

1. Acts as USACE Program Manager for enhancing leadership throughout the command. Incorporates modern methodology and instructs executives in the latest management and thinking and issues.

2. Performs near and long-term human resource planning. Evaluates human resource policy, goals, objectives, emphasis areas and themes, recommending changes and ensuring field implementation.

3. Manages the USACE Leadership Enhancement and Development Program.

EMPLOYEE DEVELOPMENT AND PROGRAM EVALUATION BRANCH
Functions

1. Provides guidance and direction to subordinate element employee development and training activities.

2. Provides supervision over the Huntsville Division's Training Management Division and over local subordinate element training and development programs.

3. Administers HQDA and USACE executive development, long-term training and intern programs.

4. Manages and conducts a personnel management evaluation program.

5. Develops, sponsors, and monitors personnel related aspects of mobilization planning and testing.